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**Village of
Lincolnshire**

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These minutes were corrected by the Board of Trustees at its Committee of the Whole Meeting of September 10, 2012 as follows: **Village Attorney Simon was not present.**

**MINUTES
SPECIAL COMMITTEE OF THE WHOLE MEETING
Monday, September 10, 2012**

Present:

Trustee Brandt	Trustee Feldman
Trustee Grujanac	Trustee McDonough
Trustee Saltiel	Trustee Servi
Mayor Blomberg	Village Clerk Mastandrea
Village Manager Burke	Police Chief Kinsey
Director of Public Works Hughes	Director of Community Development McNellis
Village Attorney Simon	Village Treasurer Curtis
Director of Financial Systems Roelker	

ROLL CALL

Mayor Blomberg called the meeting to order at 8:03 p.m. and Village Clerk Mastandrea called the Roll.

1.0 ROLL CALL

2.0 ITEMS OF GENERAL BUSINESS

2.1 Finance and Administration

2.11 Consideration and discussion of Goals for Fiscal Year 2013 and Budget Discussion (Village of Lincolnshire)

Village Manager Burke thanked all present for changing schedules to accommodate the meeting and thanked the Directors working to get the budget process started prior to his start dates with the Village. Village Manager Burke said short and long term goal updates have been provided for FY2012 and briefly summarized these goals for the Board.

Trustee Grujanac asked what the status of signage was for the Downtown Development. Director of Community Development McNellis said this is up to the developer, but staff will be discussing the requirements with Fresh Market in order to have a site identification sign installed as soon as

possible. Trustee McDonough asked if the cell towers had been switched over. Director of Public Works Hughes said October 1, 2012 is the estimated completion date for the cell towers.

Trustee Feldman suggested putting up a sign at the Fresh Market site to direct people to the website for additional information. Director of Public Works Hughes updated the Board on the Corridor Identity Plan and said the project will not be completed in 2012; funds are being included in the FY2013 budget to include twenty-two medians.

Director of Public Works Hughes said the All-Natural Hazards Plan is completed due to the Village not be able to achieve the Class 4 rating. Trustee Saltiel asked what the cost benefit would be. Director of Public Works Hughes said the cost would be \$25,000 and the savings would be approximately 5% or \$5,000 distributed over approximately 100 individuals per year. Mayor Blomberg asked what the estimated personnel time would be to go forward with the plan. Director of Public Works Hughes said personnel time would be approximately forty hours. Mayor Blomberg and Trustee Saltiel suggested going forward with this plan. Director of Public Works Hughes said she would speak with a consultant and have a cost estimate put together for the budget.

Village Manager Burke gave a summary of each of the proposed short-term FY2013 goals and objectives.

Trustee McDonough asked how the updates were done for the website. Village Manager Burke said Diane Cleaver from Cleaver Consultants did most of the face changes to the site. The site currently contains all the information the old site did and the goal in the near term is for staff to upgrade the information and make it more dynamic.

Village Manager Burke asked Director of Financial Systems Roelker to give additional information about the Financial Trend Monitoring System. Director of Financial Systems Roelker said this would be an in-house system, taking financial data and comparing it to municipalities around the country to see if the Village has the appropriate financial ratios. Trustee McDonough asked if the system would be an on-going dashboard. Director of Financial Systems Roelker said reports would be generated quarterly or semi-annually.

Village Manager Burke continued with a summary of the Community-Wide Economic Development Marketing and suggested doing an economic development e-newsletter for the Village's business community. Trustee Saltiel suggested utilizing a coupon method for local businesses to local residents. Village Manager Burke said he is aware of similar initiatives in other communities and staff will look into it. Trustee Brandt expressed her opinion she did not think the coupon method will have the effect the Village wants.

Director of Community Development McNellis talked about the Green Building Program and said it could be a benefit and cutting edge with regard to LEED certification. Staff will look into other communities and if

this will be a benefit without being costly. Trustee Saltiel said he thought green building should be the decision of the owner. Director of Community Development McNellis said he would like staff to look into this further.

Police Chief Kinsey was asked to give information on long term Public Safety goals. Police Chief Kinsey said the Neighborhood Watch Program will be promoted for neighbors to be aware of activities in their neighborhood and possibly promote this on the website to make residents more aware. Police Chief Kinsey explained the Less Lethal Force Options as taking someone into custody without killing them. A grant was received from Workers Compensation for the Less Lethal Force Option and will be used to buy tasers. Police Chief Kinsey said staff is exploring the re-design of the squad room and additional information will be provided.

Director of Public Works Hughes gave the Board information on Public Works FY2013 goals. The Parks Community Beautification Program is an annual project to upgrade the parks while working with the residents and volunteer groups in the area. Director of Public Works Hughes said staff is in the process of installing the Automatic Water Metering System. Director of Public Works Hughes provided information about the proposed Tree Inventory project. Additionally, Director Hughes noted the impact of the Emerald Ash Borer on Lincolnshire's ash trees is being realized sooner than expected due to the drought.

Village Manager Burke summarized the long-term goals.

Mayor Blomberg wanted to know what staff thought about the Streets Capital Improvements Program and jointly participating in the programs with neighboring communities. Director of Public Works Hughes said there was a contract for the data analysis and staff was able to negotiate rates. The issue with the resurface project was the inability to control the schedule, but the Village was able to save approximately \$20,000 due to partnering. Trustee Feldman asked if we had to use Peter Baker. Director of Public Works Hughes said three contractors were used for this project and Peter Baker was awarded this phase of the contract. Village Manager Burke asked if the feedback was negative. Trustee Brandt said it was a change and took longer than it had in the past.

Trustee Grujanac said there were discussions at the last few meetings related to partnering with some of the organizations and wanted to know if there is a plan for this. Trustee Brandt said the Lincolnshire Council of Presidents is the forum for this, but staff is not usually in attendance. Mayor Blomberg said there was a meeting coming up and would ask for input from the various organizations.

Village Manager Burke asked the Board to look at their schedules so budget meetings can be set. Trustee Brandt asked to have November 6, 2012 pulled off the list of available dates, since this is Election Day.

3.0 EXECUTIVE SESSION

Trustee Servi moved and Trustee Grujanac seconded the motion to go into Executive Session for the purpose of discussing personnel and compensation. The roll call vote was as follows: AYES: Trustees Brandt, Servi, Feldman, Grujanac, McDonough and Saltiel. NAYS: None. ABSENT: None. ABSTAIN: None. The Mayor declared the motion carried and the Board went into Executive Session at 9:18 p.m. and came out of Executive Session at 9:30 p.m.

4.0 ADJOURNMENT

Trustee McDonough moved and Trustee Servi seconded the motion to adjourn. The voice vote was unanimous and the Mayor declared the meeting adjourned at 9:31 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk

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